



# Highcliffe & Walkford Parish Council

Minutes of the meeting of the **Allotments Sub-Committee** held on 12<sup>th</sup> March 2024 at 16:00 in The Old School House, 254 Lymington Road, Highcliffe.

**Present:** Cllr W Mc Neill (chair), Cllr J Webster, Cllr R Ede (Substitute for Cllr R Dickson)

**Also Present:** Walkford Road Allotment Association Committee Members, Roeshot Hill Allotment Association Committee Members

**In attendance:** the clerk, Tom Brindley, the assistant clerk, Nicki France.

**24A/1 (Agenda Item 1) Apologies for Absence:** Apologies were accepted from Cllr R Dickson

**24A/2 (Agenda Item 2) Chairman's remarks:**

- 1 The chair welcomed the Allotment Association representatives, members, and officers.

**24A/3 (Agenda Item 3) Review of Terms of Reference**

- 1 Members noted the Terms of Reference approved by council.
- 2 Members were advised that under its Terms of Reference, the Allotment Sub Committee was required to meet at least four times per year and that substitutes were allowed.
- 3 The clerk clarified that the Allotments Sub Committee comes under the Amenities Committee.
- 4 The clerk advised that any meetings or inspections will be arranged via the clerk or assistant clerk.
- 5 Members **RESOLVED** to amend the wording at the end of Paragraph 5 - Liaison with External Stakeholders from "*Playing fields and play areas*" to "*Allotment sites*".

**24A/4 (Agenda Item 4) Presentation from Roeshot Hill Allotment Association (RHAA)**

- 1 A presentation was given by **RHAA committee members**. Concerns were expressed about the condition of the disabled toilet and members asked the assistant clerk to raise this matter with the provider. The council was asked to consider investing in a composting toilet in place of the hired unit.

**24A/5 (Agenda Item 5) Presentation from Walkford Road Allotment Association (WRAA)**

- 1 A presentation was given by **WRAA committee members**. No concerns were raised.

**24A/6 (Agenda Item 6) Review of Allotments Budget**

- 1 The clerk had provided a forecast of the breakdown of costs for each Allotment site over the next three years. The clerk advised the sub-committee that from 2024 onwards the allotments will be

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run on separate cost centres to break even over a three year period. Any surplus income or loss will be carried over to the next budget year and be held as an earmarked reserve.

- 2 The treasurer for the RHAA advised that the income was likely to be higher than in the budget.

### **24A/7 (Agenda Item 7) To set the Allotment fees from 1<sup>st</sup> April 2025**

- 1 The clerk advised the sub-committee that for any increase in fees, 12 month's notice needs to be given to each allotment tenant. The clerk recommended to the sub-committee an increase from £9.10 per rod to £10.00 per rod. The allotment associations raised concerns as to the need for such a large rise and the affordability of due to the demographics across the tenants.
- 2 Members **RESOLVED** to increase the price per rod to £9.50 from 1<sup>st</sup> April 2025.

### **24A/8 (Agenda Item 8) To review the contracts for each Allotment Association**

- 1 The clerk advised the council that both Allotment contracts between the Allotment Associations and Highcliffe and Walkford Parish Council are to be reviewed every four years.
- 2 Roeshot Hill Allotment Association committee agreed to sign the contract for the next four years.
- 3 Walkford Road Allotment Association committee requested to have additional time as need to discuss with the committee, as to the content.
- 4 The clerk advised the council that the contracts should be signed by the 31/3/2024 and that no grants would be paid until the contract was signed.

### **24A/9 (Agenda Item 9) Items for future meetings**

- 1 Members agreed to arrange site visits to each allotment site in the spring.

### **24A/10 Date of the next meeting: June 2024**

**There being no further business the Chair closed the meeting at 16:41.**

Signed .....

Date.....